

USING DAILY REPORT CARDS, GENERAL PRINCIPLES

A variety of daily report cards are included in this packet for teacher use. All reports have the following components:

- Establish an agreement between the school and the home
- Provide a vehicle in which information is provided to parents by the school on a daily basis
- Establish parents as being responsible for delivering positive consequences such as praise, privileges such as being able to stay up late, play a game with a parent, use nintendo, visit friends, choose new clothes, make phone calls, and other tangible and activity reinforcers. This requires conferencing with the parent and student, and frequent follow-up.
- Help students further understand what is necessary to be successful

Typical Problems

1. Off-task behavior in class, not turning in homework, disturbing others, forgetting materials
2. Assignments missing, failing class or achieving well below ability

Appropriate for:

All students with or without disabilities

Procedure:

1. Make contact with parents and assess their willingness to receive daily report cards. (Most parents express frustration about not knowing how they can help their failing child at home. Most will agree to monitor daily reports, review the day's behavior and homework success rate.)
2. Confer with student to explain program. Consider student assistance in selecting most appropriate report card in this packet.
3. Issue report card daily.
4. Praise the student daily for behavior improvement, consider classroom reinforcers.
5. Make weekly phone calls to parents to assess successful implementation at home and to report on progress in school once report begins. (Without these phone calls, successful collaboration may not occur.) Stress the value of parental praise for improvement. Be sure the student is receiving the agreed upon home-based reinforcer. If not, consider utilizing school-based reinforcers in the classroom. Alternatively, establish a mentor at school the student can go to with the daily log to get reinforcement.
6. Consider issuing report cards at lower frequencies (bi-weekly, weekly) if assignments are at 100% turn in rate for 3 weeks and parents and child feel less frequent intervals would be warranted. Classroom behavior must also be acceptable for 3-week period.

INITIAL PARENT/TEACHER COLLABORATION: ESTABLISHING A DAILY REPORT CARD

Student: _____

Parent: _____

Teacher(s): _____

Behavior(s) to Change: _____

Reinforcer(s) Selected: _____

How Frequently Given: _____

Person Responsible for Giving Reinforcer: _____

Procedure to assure parent receives report, what to do if report is not delivered: _____

Frequency/Method of Parent/Teacher Contact to Monitor System: _____

Parent Signature _____

Teacher Signature _____

INITIAL PARENT/STUDENT COLLABORATION: ESTABLISHING A DAILY REPORT CARD

Date: _____

Parent Identified Problem: _____

Student Identified Problem: _____

Goal Behavior(s): _____

Date Reporting to Start: _____

Student Selected Rewards: _____

Consider: staying up late one night, special dessert, special activity with a friend, phone calls and visits, special activity with a parent, access to something I like: favorite programs/Nintendo/game; money, other privileges and activities.

How Often Student Gets Rewards/Who Gives It: _____

What happens if report is "lost," "forgotten," etc.: _____

How often parent and teacher(s) will talk to each other: _____

Student suggestions on how parent or teacher(s) can help: _____

Student Signature _____

Parent Signature _____

Teacher Signature _____

DAILY REPORT CARD

NAME: _____

DATE: _____

TEACHER: _____

DID THE STUDENT.....

IMPORTANT BEHAVIORS:	YES	NO
COME TO CLASS ON TIME?		
BRING SUPPLIES?		
WORK WITHOUT DISRUPTING OTHERS IN CLASS?		
ASK FOR ASSISTANCE WITHOUT DELAY?		
SPEAK COURTEOUSLY?		
COMPLETE AN ADEQUATE AMOUNT OF WORK?		
QUALITY OF WORK PRODUCED WAS ADEQUATE?		
OTHER:		
<i>TOTAL POINTS</i>		

DAILY CLASSROOM REPORT

NAME: _____

DATE: _____

TEACHER: _____

TEACHER'S INITIALS

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Did the student.....

Come on time?

Bring supplies?

Stay in seat when appropriate?

Curtail off-topic talking?

Follow directions?

Raise his or her hand to contribute to discussions if required or verbally contributed acceptably?

Not physically disturb others?

Clean up promptly and adequately?

Listen to instructions?

Speak courteously?

[illegible]

DAILY ACHIEVEMENT REPORT

0 = not acceptable today
+ = acceptable
!! = superior effort or achievement

NAME: _____

DATE: _____

1. Tonight's Homework:

Has homework to do tonight which is due tomorrow _____

Has long term project to work on _____

Does not have homework to do tonight _____

2. Today's Classroom Behavior:

Actively listened to instruction _____

Worked on assignments when instructed to do so _____

Other _____

3. Work Completion:

Completed all in-class assignments _____

Turned in homework that was due today _____

Completed an acceptable amount of work today _____

4. Comments:

Scissors - - - - -

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4. Comments:

DAILY PERIOD-BY PERIOD REPORT

Name: _____

Date: _____

	Period 1		Period 2		Period 3		Period 4		Period 5		Period 6		Period 7	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
On time to class today?														
All supplies present?														
Curtailed off topic talking?														
Followed directions?														
Contributed to discussions appropriately?														
Did not physical disturb others?														
Spoke courteously?														
Assignments turned in if done?														
Grades on tests or projects given today were adequate?														
Quality of work turned in or done in class adequate?														
Homework was given today?														
On-going projects need to be worked on now?														
Teacher's Initials														
Parent Signature														

SURVEY OF PARENT REACTIONS TO DAILY REPORT CARDS

Parent's Name: _____

Student's Name: _____

Length of Time Reports Have Been Used: _____

Please Respond: (1) very much (4) not much
 (2) much (5) not much at all
 (3) slightly

- _____ 1. How much do you feel the Daily Report Cards improved communication between you and the teacher?
- _____ 2. Has the Daily Report Card given you a better picture of your child's progress in school?
- _____ 3. How much do you feel your child's performance in school has improved as a result of the Daily Report Card?
- _____ 4. How much do you think your child likes the Daily Report Card?
- _____ 5. Even though the Daily Report Card provides daily information, to what extent would a 5 week summary also would be helpful?
- _____ 6. How much do you feel your child's attitude toward school has improved as a result of the Daily Report Card?
- _____ 7. Do you see the daily report card and the incentive it provides as an important part of your child's education?
- _____ 8. How much has your behavior toward your child in terms of incentives and rewards for improvement changed as a rest of the Daily Report Card?
- _____ 9. How often did you receive the Daily Report Card?
 (1) Everyday (2) Almost everyday
 (3) 2 to 3 times each week (4) 1 time each week
 (5) Never
- _____ 10. Which of the following report systems would you prefer now?
 (1) Daily Report Card
 (2) Bi-weekly Report Card
 (3) Weekly Report Card
 (4) 5 week Report Card
- _____ 11. Please comment on the effectiveness of Daily Report Cards for your child: